

MINUTES OF THE CONSTITUTIVE SESSION
HELD ON 9 SEPTEMBER 2020

CONTRACTING AUTHORITY:	Správa železnic, státní organizace Dlážděná 1103/7 110 00 Praha 1
TITLE OF THE ARCHITECTURAL DESIGN COMPETITION:	SPRÁVA ŽELEZNIC HEADQUARTERS

The constitutive session of the jury of the **"Správa železnic Headquarters"** architectural design competition (the **"Competition"**), with Správa železnic, státní organizace, as the contracting authority (the **"Contracting Authority"** / **"Správa železnic"**), took place at the Contracting Authority's registered office at Dlážděná 1103/7, 110 00 Praha 1, on 9 September 2020 at 9:00 o'clock.

Minutes of the jury's constitutive session were taken (the **"Minutes"**) summarizing its course. The Minutes will be an integral part of the minutes of the Competition course.

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1. The Competition organiser's representative, Mgr. Kamila Kulhánková, opened the constitutive session of the Competition jury on 9 September 2020 at 9:00 o'clock. At the beginning, she welcomed individual members of the jury, representatives of auxiliary bodies of the jury and invited experts. All attendees confirmed their attendance at the constitutive session of the jury by signing an attendance list which is attached to the Minutes as **Annex 1**.
 2. After that, Bc. Jiří Svoboda, MBA, Director General of Správa železnic, took the floor to make an introductory statement, welcoming the attendees, thanking them for their work on the preparation and further organisation of the Competition, and stressing the importance of the Competition to the Contracting Authority.
 3. After all attendees at the constitutive session of the jury were introduced to each other, Ms. Kulhánková informed them about the planned course of the session.
 4. In the next part of the session, she informed about the composition of the Competition jury. Members of the jury are divided into a dependent part of the jury and independent part of the jury as well as to regular members and replacements for these parts of the jury as follows:

DEPENDENT PART OF THE JURY	INDEPENDENT PART OF THE JURY
Regular members:	Regular members:
1. Bc. Jiří Svoboda, MBA (Správa železnic)	1. Doc. Ing. arch. Radek Kolařík
2. Ing. Radim Anton (Správa železnic)	2. Ing. arch. MgA. Michal Fišer
3. Ing. arch. Jaroslav Wertig (architect)	3. Ing. arch. MgA. David Mateáško
	4. Ing. arch. David Hlouch
Replacements:	Replacements:
1. Ing. Petr Hofhanzl (Správa železnic)	1. Ing. arch. Jan Kasl
2. Ing. Jakub Bazgier (Správa železnic)	2. Ing. arch. Pavla Pannová
3. Ing. Pavla Urbánková (Správa železnic)	
4. Ing. Jakub Veselý (Správa železnic)	
5. Ing. Petr Vaníček (Správa železnic)	
6. Ing. arch. Tomáš Veselý (Prague Metropolitan Authority)	
7. JUDr. Tomáš Homola (Prague 5 Metropolitan District Authority)	

5. In addition to the listed members of the jury, invited experts and auxiliary bodies of the jury attended the session, as specified in the attendance list attached to these Minutes as **Annex 1**.
6. Ms. Kulhánková further informed the present members of the jury that Mr. Svoboda had excused himself saying he had to leave the constitutive session at 9:20.
7. In reference to the stated facts, Ms. Kulhánková concluded that the following persons were to vote at the constitutive session of the jury:

DEPENDENT PART OF THE JURY	INDEPENDENT PART OF THE JURY
Regular members:	Regular members:
1. Ing. Petr Hofhanzl (Správa železnic)	1. Doc. Ing. arch. Radek Kolařík
2. Ing. Radim Anton (Správa železnic)	2. Ing. arch. MgA. Michal Fišer
3. Ing. arch. Jaroslav Wertig (architect)	3. Ing. arch. MgA. David Mateáško
	4. Ing. arch. David Hlouch

8. After 9:20, the voting to appoint the chairman and the deputy chairman took place. Members of the independent part of the jury proposed to appoint as jury chairman Doc. Ing. arch. Radek Kolařík, who accepted his nomination for the position as chairman of the jury. Jury members further proposed to appoint as deputy chairman Ing. Radim Anton, who accepted his nomination for the position as deputy chairman of the jury.

09:20 - Voting on the appointment of the jury chairman

Ms. Kulhánková's question: *"Who votes in favour of Doc. Ing. arch. Radek Kolařík being appointed chairman of the jury?"*

FOR: 6
 AGAINST: 0
 ABSTENTION(S): 1 (Doc. Ing. arch. Radek Kolařík)

Result of the vote: **Doc. Ing. arch. Radek Kolařík was appointed chairman of the jury.**

09:22 - Voting on the appointment of the jury deputy chairman

Ms. Kulhánková's question: *"Who votes in favour of Ing. Radim Anton being appointed deputy chairman of the jury?"*

FOR: 6
 AGAINST: 0
 ABSTENTION(S): 1 (Ing. Radim Anton)

Result of the vote: **Ing. Radim Anton was appointed deputy chairman of the jury.**

9. As the next part of the constitutive session, members of the jury discussed the Competition terms and conditions as regards the conditions for the participation of participants in the Competition and the stipulated amounts of Competition prizes and rewards. Ms. Kulhánková reminded that the Competition terms and conditions had been sent to members of the jury on 2 September 2020 before the constitutive session. She added that in the meantime, the Contracting Authority had received the result of preliminary assessment of the Competition terms and conditions from the Czech Chamber of Architects ("**CCA**"). The jury subsequently discussed the Competition terms and conditions as regards the conditions for participation of the Competition participants and the stipulated amounts of Competition prizes and rewards as commented and recommended by the CCA.
10. After discussion and consecutive rounds of voting on several items, the jury came to agree to amend the conditions for participation of Competition participants as regards the requirements for members of the Competition participant's implementation team as laid down in the amended Competition terms and conditions attached hereto as **Annex 2**.
11. At 11:02 attendees voted on whether Slovak (in addition to Czech and English) will be admitted as another language in which Competition entries may be submitted (the Slovak and Czech languages would be treated equally in this respect).

11:02 - Voting on the admission of Slovak language

Ms. Kulhánková's question: "Who is in favour of Slovak being admitted as another language in which Competition entries may be submitted?"

FOR: 1
AGAINST: 5
ABSTENTION(S): 1

Result of the vote: **Slovak was not approved as another language in which Competition entries may be submitted.**

12. **Break from 11:15 to 11:45**
13. At 11:50 attendees voted on the amount of Competition prizes and rewards. Prior to the voting, Ms. Kulhánková brought to the attendees' attention that the total amount stipulated for prizes and rewards in the Competition is **CZK 7,000,000**. The first prize is determined in the amount of **CZK 3,000,000**. The second prize is determined in the amount of **CZK 2,000,000**. The third prize is determined in the amount of **CZK 1,000,000**. The Contracting Authority distributes rewards totalling up to **CZK 1,000,000** – based on the jury's decision – among such participants whose Competition entries have not been granted prizes but brought remarkable component ideas and solutions. The Contracting Authority will not pay any reimbursements for expenses incurred in relation to the participation in the Competition. Ms. Kulhánková stated that as part of the preparation of the Competition, the amount of prizes and rewards was discussed with the CCA in detail, and the CCA preliminarily approved the total amount of prizes and rewards as sufficient for the purpose of issuing a regularity certification in future if need be.

11:02 - Voting on the amount of prizes and rewards in the Competition

Ms. Kulhánková's question: "Who agrees with the amount and its distribution stipulated for the awards and rewards in the current wording of the Competition terms and conditions?"

FOR: 7

AGAINST: 0

ABSTENTION(S): 0

Result of the vote: **The jury approved the total amount and distribution of prizes and rewards as stipulated by the Competition terms and conditions in the wording discussed in the constitutive session of the jury.**

14. From 11:55 to 12:20, Mr. Wertig presented Regulations (**P06** of the Competition terms and conditions) to the present members of the jury.
15. At 12:20 Mr. Vodák started presenting the Competition brief (**P01** of the Competition terms and conditions); the result of the discussion and the suggested amendments to the Competition brief are included in the reviewed wording of P01 attached hereto as **Annex 3**.
16. **Break from 13:40 to 13:50**
17. At 13:50 the jury resumed the discussion over the Competition terms and conditions as regards the binding and recommending conditions for the participant's Competition entry. The result of discussing this part of the Competition terms and conditions is recorded in **Annex 2** hereto as reviewed wording of the Competition terms and conditions.
18. At 14:30, the jury moved on to discuss the remaining Competition documents focusing on **P02** – construction programme, and **P12** – panel specimens and text part of Competition entries. These Competition documents in their wording amended within the boundaries of the jury's recommendations are attached hereto as **Annex 4** and **Annex 5**.
19. At 16:15, the jury discussed the Competition timeline, and following the discussion, the timeline was adjusted as follows:

Competition announcement	estimate 1 October 2020
Inspection of the Competition location	will not take place
Submission of Competition entries	12 January 2021 until 17:00 o'clock
Examination of Competition entries	from 12 January 2021 to 8 February 2021
Evaluation meeting of the jury	from 8 February 2021 to 12 February 2021
20. After discussing the documents stated above, Ms. Kulhánková asked the present members of the jury whether anyone had decided to step down as member of the jury based on the course of the constitutive session of the jury. As none of the present members of the jury made such a statement, Ms. Kulhánková informed the present members of the jury, representatives of the jury's auxiliary bodies and invited experts about the signing of an affidavit on the non-existence of a conflict of interest (explaining the meaning of the term), the requirement for maintaining confidentiality, and further informed members of the independent part of the jury about their independence of the Contracting Authority. The signed affidavits are

attached hereto as **Annex 6**. Persons not attending the constitutive session or no longer present at the given moment will be given the respective affidavit to sign until the date of the evaluation meeting of the jury. All present members of the independent part of the jury subsequently signed agreements for the performance of the juror's office in the Competition.

21. In relation to the discussed timeline, the jury was informed that in the following days they would receive from the Competition organiser the amended version of the Competition terms and conditions and the Competition documents discussed, reflecting the remarks and comments made by the jurors and invited experts during the constitutive session of the jury.
22. Each member of the jury shall carefully read the amended Competition terms and conditions as well as the amended Competition documents, which will be approved by the jury in writing by way of a circulation procedure.
23. In conclusion, Ms. Kulhánková asked whether anyone of the present members of the jury wished to have any comment or remark taken in the Minutes. As no such requirement was raised, the constitutive session of the jury was terminated at 16:45.

Annexes attached to the Minutes:

1. List of attendance at the constitutive session of the jury
2. Amended wording of the Competition terms and conditions after discussion in the constitutive session of the jury (Czech version)
3. Amended wording of the Competition brief (**P01**) after discussion in the constitutive session of the jury (Czech version)
4. Amended wording of the construction programme (**P02**) after discussion in the constitutive session of the jury (Czech version)
5. Amended wording of a specimen panel and text part of the Competition entry (**P12**) after discussion in the constitutive session of the jury (Czech version)
6. Affidavits of the jury, invited experts and representatives of the jury's auxiliary bodies

Minutes taken by: Mgr. Kamila Kulhánková

Minutes verified by: Ing. arch. Miroslav Vodák

Minutes carefully read by and its content approved by:

DEPENDENT PART OF THE JURY	
Bc. Jiří Svoboda, MBA	
Ing. Radim Anton	
Ing. arch. Jaroslav Wertig	
Ing. Petr Hofhanzl	
Ing. Jakub Bazgier	
Ing. Pavla Urbánková	
Ing. Jakub Veselý	
Ing. Petr Vaníček	
Ing. arch. Tomáš Veselý	
JUDr. Tomáš Homola	
INDEPENDENT PART OF THE JURY	
Doc. Ing. arch. Radek Kolařík	
Ing. arch. MgA. Michal Fišer	
Ing. arch. MgA. David Mateáško	
Ing. arch. David Hlouch	
Ing. arch. Jan Kasl	
Ing. arch. Pavla Pannová	